

**Effective 3/28/2016**

**63G-6a-103 Definitions.**

As used in this chapter:

- (1) "Administrative law judge" means the same as that term is defined in Section 67-19e-102.
- (2) "Administrative law judge service" means service provided by an administrative law judge.
- (3) "Applicable rulemaking authority" means:
  - (a) for a legislative procurement unit, the Legislative Management Committee;
  - (b) for a judicial procurement unit, the Judicial Council;
  - (c)
    - (i) only to the extent of the procurement authority expressly granted to the procurement unit by statute:
      - (A) for the building board or the Division of Facilities Construction and Management, created in Section 63A-5-201, the building board;
      - (B) for the Office of the Attorney General, the attorney general; and
      - (C) for the Department of Transportation created in Section 72-1-201, the executive director of the Department of Transportation; and
    - (ii) for each other executive branch procurement unit, the board;
  - (d) for a local government procurement unit:
    - (i) the legislative body of the local government procurement unit; or
    - (ii) an individual or body designated by the legislative body of the local government procurement unit;
  - (e) for a school district or a public school, the board, except to the extent of a school district's own nonadministrative rules that do not conflict with the provisions of this chapter;
  - (f) for a state institution of higher education, the State Board of Regents;
  - (g) for a public transit district, the chief executive of the public transit district;
  - (h) for a local district other than a public transit district or for a special service district:
    - (i) before January 1, 2015, the board of trustees of the local district or the governing body of the special service district; or
    - (ii) on or after January 1, 2015, the board, except to the extent that the board of trustees of the local district or the governing body of the special service district makes its own rules:
      - (A) with respect to a subject addressed by board rules; or
      - (B) that are in addition to board rules; or
  - (i) for any other procurement unit, the board.
- (4) "Approved vendor" means a vendor who has been approved through the approved vendor list process.
- (5) "Approved vendor list" means a list of approved vendors established under Section 63G-6a-507.
- (6) "Approved vendor list process" means the procurement process described in Section 63G-6a-507.
- (7) "Bidder" means a person who submits a bid or price quote in response to an invitation for bids.
- (8) "Bidding process" means the procurement process described in Part 6, Bidding.
- (9) "Board" means the Utah State Procurement Policy Board, created in Section 63G-6a-202.
- (10) "Building board" means the State Building Board, created in Section 63A-5-101.
- (11) "Change directive" means a written order signed by the procurement officer that directs the contractor to suspend work or make changes, as authorized by contract, without the consent of the contractor.

- (12) "Change order" means a written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract, upon mutual agreement of the parties to the contract.
- (13) "Chief procurement officer" means the chief procurement officer appointed under Subsection 63G-6a-302(1).
- (14) "Conducting procurement unit" means a procurement unit that conducts all aspects of a procurement:
  - (a) except:
    - (i) reviewing a solicitation to verify that it is in proper form; and
    - (ii) causing the publication of a notice of a solicitation; and
  - (b) including:
    - (i) preparing any solicitation document;
    - (ii) appointing an evaluation committee;
    - (iii) conducting the evaluation process, except as provided in Subsection 63G-6a-707(6)(b) relating to scores calculated for costs of proposals;
    - (iv) selecting and recommending the person to be awarded a contract;
    - (v) negotiating the terms and conditions of a contract, subject to the issuing procurement unit's approval; and
    - (vi) contract administration.
- (15) "Conservation district" means the same as that term is defined in Section 17D-3-102.
- (16) "Construction":
  - (a) means services, including work, and supplies for a project for the construction, renovation, alteration, improvement, or repair of a public facility on real property; and
  - (b) does not include services and supplies for the routine, day-to-day operation, repair, or maintenance of an existing public facility.
- (17) "Construction manager/general contractor":
  - (a) means a contractor who enters into a contract:
    - (i) for the management of a construction project; and
    - (ii) that allows the contractor to subcontract for additional labor and materials that are not included in the contractor's cost proposal submitted at the time of the procurement of the contractor's services; and
  - (b) does not include a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of the contractor's services is to meet subcontracted portions of change orders approved within the scope of the project.
- (18) "Contract" means an agreement for a procurement.
- (19) "Contract administration" means all functions, duties, and responsibilities associated with managing, overseeing, and carrying out a contract between a procurement unit and a contractor, including:
  - (a) implementing the contract;
  - (b) ensuring compliance with the contract terms and conditions by the conducting procurement unit and the contractor;
  - (c) executing change orders;
  - (d) processing contract amendments;
  - (e) resolving, to the extent practicable, contract disputes;
  - (f) curing contract errors and deficiencies;
  - (g) terminating a contract;
  - (h) measuring or evaluating completed work and contractor performance;
  - (i) computing payments under the contract; and

- (j) closing out a contract.
- (20) "Contractor" means a person who is awarded a contract with a procurement unit.
- (21) "Cooperative procurement" means procurement conducted by, or on behalf of:
  - (a) more than one procurement unit; or
  - (b) a procurement unit and a cooperative purchasing organization.
- (22) "Cooperative purchasing organization" means an organization, association, or alliance of purchasers established to combine purchasing power in order to obtain the best value for the purchasers by engaging in procurements in accordance with Section 63G-6a-2105.
- (23) "Cost-plus-a-percentage-of-cost contract" means a contract under which the contractor is paid a percentage of the total actual expenses or costs in addition to the contractor's actual expenses or costs.
- (24) "Cost-reimbursement contract" means a contract under which a contractor is reimbursed for costs which are allowed and allocated in accordance with the contract terms and the provisions of this chapter, and a fee, if any.
- (25) "Days" means calendar days, unless expressly provided otherwise.
- (26) "Definite quantity contract" means a fixed price contract that provides for a specified amount of supplies over a specified period, with deliveries scheduled according to a specified schedule.
- (27) "Design-build" means the procurement of design professional services and construction by the use of a single contract.
- (28) "Design professional" means:
  - (a) an individual licensed as an architect under Title 58, Chapter 3a, Architects Licensing Act; or
  - (b) an individual licensed as a professional engineer or professional land surveyor under Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act.
- (29) "Design professional procurement process" means the procurement process described in Part 15, Design Professional Services.
- (30) "Design professional services" means:
  - (a) professional services within the scope of the practice of architecture as defined in Section 58-3a-102;
  - (b) professional engineering as defined in Section 58-22-102; or
  - (c) master planning and programming services.
- (31) "Director" means the director of the division.
- (32) "Division" means the Division of Purchasing and General Services, created in Section 63A-2-101.
- (33) "Educational procurement unit" means:
  - (a) a school district;
  - (b) a public school, including a local school board and a charter school;
  - (c) the Utah Schools for the Deaf and Blind;
  - (d) the Utah Education and Telehealth Network; or
  - (e) an institution of higher education of the state.
- (34) "Established catalogue price" means the price included in a catalogue, price list, schedule, or other form that:
  - (a) is regularly maintained by a manufacturer or contractor;
  - (b) is published or otherwise available for inspection by customers; and
  - (c) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved.
- (35) "Executive branch procurement unit" means a department, division, office, bureau, agency, or other organization within the state executive branch.

- (36) "Fixed price contract" means a contract that provides a price, for each procurement item obtained under the contract, that is not subject to adjustment except to the extent that:
- (a) the contract provides, under circumstances specified in the contract, for an adjustment in price that is not based on cost to the contractor; or
  - (b) an adjustment is required by law.
- (37) "Fixed price contract with price adjustment" means a fixed price contract that provides for an upward or downward revision of price, precisely described in the contract, that:
- (a) is based on the consumer price index or another commercially acceptable index, source, or formula; and
  - (b) is not based on a percentage of the cost to the contractor.
- (38) "Grant" means an expenditure of public funds or other assistance, or an agreement to expend public funds or other assistance, for a public purpose authorized by law, without acquiring a procurement item in exchange.
- (39) "Head of a procurement unit" means:
- (a) for a legislative procurement unit, any person designated by rule made by the applicable rulemaking authority;
  - (b) for an executive branch procurement unit:
    - (i) the director of the division; or
    - (ii) any other person designated by the board, by rule;
  - (c) for a judicial procurement unit:
    - (i) the Judicial Council; or
    - (ii) any other person designated by the Judicial Council, by rule;
  - (d) for a local government procurement unit:
    - (i) the legislative body of the local government procurement unit; or
    - (ii) any other person designated by the local government procurement unit;
  - (e) for a local district other than a public transit district, the board of trustees of the local district or a designee of the board of trustees;
  - (f) for a special service district, the governing body of the special service district or a designee of the governing body;
  - (g) for a local building authority, the board of directors of the local building authority or a designee of the board of directors;
  - (h) for a conservation district, the board of supervisors of the conservation district or a designee of the board of supervisors;
  - (i) for a public corporation, the board of directors of the public corporation or a designee of the board of directors;
  - (j) for a school district or any school or entity within a school district, the board of the school district, or the board's designee;
  - (k) for a charter school, the individual or body with executive authority over the charter school, or the individual's or body's designee;
  - (l) for an institution of higher education of the state, the president of the institution of higher education, or the president's designee; or
  - (m) for a public transit district, the board of trustees or a designee of the board of trustees.
- (40) "Immaterial error":
- (a) means an irregularity or abnormality that is:
    - (i) a matter of form that does not affect substance; or
    - (ii) an inconsequential variation from a requirement of a solicitation that has no, little, or a trivial effect on the procurement process and that is not prejudicial to other vendors; and
  - (b) includes:

- (i) a missing signature, missing acknowledgment of an addendum, or missing copy of a professional license, bond, or insurance certificate;
  - (ii) a typographical error;
  - (iii) an error resulting from an inaccuracy or omission in the solicitation; and
  - (iv) any other error that the chief procurement officer or the head of a procurement unit with independent procurement authority reasonably considers to be immaterial.
- (41) "Indefinite quantity contract" means a fixed price contract that:
- (a) is for an indefinite amount of procurement items to be supplied as ordered by a procurement unit; and
  - (b)
    - (i) does not require a minimum purchase amount; or
    - (ii) provides a maximum purchase limit.
- (42) "Independent procurement authority" means authority granted to a procurement unit under Subsection 63G-6a-106(4)(a).
- (43) "Invitation for bids":
- (a) means a document used to solicit:
    - (i) bids to provide a procurement item to a procurement unit; or
    - (ii) quotes for a price of a procurement item to be provided to a procurement unit; and
  - (b) includes all documents attached to or incorporated by reference in a document described in Subsection (43)(a).
- (44) "Issuing procurement unit" means a procurement unit that:
- (a) reviews a solicitation to verify that it is in proper form;
  - (b) causes the notice of a solicitation to be published; and
  - (c) negotiates and approves the terms and conditions of a contract.
- (45) "Judicial procurement unit" means:
- (a) the Utah Supreme Court;
  - (b) the Utah Court of Appeals;
  - (c) the Judicial Council;
  - (d) a state judicial district; or
  - (e) an office, committee, subcommittee, or other organization within the state judicial branch.
- (46) "Labor hour contract" is a contract under which:
- (a) the supplies and materials are not provided by, or through, the contractor; and
  - (b) the contractor is paid a fixed rate that includes the cost of labor, overhead, and profit for a specified number of labor hours or days.
- (47) "Legislative procurement unit" means:
- (a) the Legislature;
  - (b) the Senate;
  - (c) the House of Representatives;
  - (d) a staff office of the Legislature, the Senate, or the House of Representatives; or
  - (e) an office, committee, subcommittee, commission, or other organization within the state legislative branch.
- (48) "Local building authority" means the same as that term is defined in Section 17D-2-102.
- (49) "Local district" means the same as that term is defined in Section 17B-1-102.
- (50) "Local government procurement unit" means:
- (a) a county or municipality, and each office or agency of the county or municipality, unless the county or municipality adopts its own procurement code by ordinance;
  - (b) a county or municipality that has adopted this entire chapter by ordinance, and each office or agency of that county or municipality; or

- (c) a county or municipality that has adopted a portion of this chapter by ordinance, to the extent that a term in the ordinance is used in the adopted portion of this chapter, and each office or agency of that county or municipality.
- (51) "Multiple award contracts" means the award of a contract for an indefinite quantity of a procurement item to more than one bidder or offeror.
- (52) "Multiyear contract" means a contract that extends beyond a one-year period, including a contract that permits renewal of the contract, without competition, beyond the first year of the contract.
- (53) "Municipality" means a city, town, or metro township.
- (54) "Nonadopting local government procurement unit" means:
  - (a) a county or municipality that has not adopted Part 16, Protests, Part 17, Procurement Appeals Board, Part 18, Appeals to Court and Court Proceedings, and Part 19, General Provisions Related to Protest or Appeal; and
  - (b) each office or agency of a county or municipality described in Subsection (54)(a).
- (55) "Offeror" means a person who submits a proposal in response to a request for proposals.
- (56) "Person" means the same as that term is defined in Section 68-3-12.5, excluding a political subdivision and a government office, department, division, bureau, or other body of government.
- (57) "Preferred bidder" means a bidder that is entitled to receive a reciprocal preference under the requirements of this chapter.
- (58) "Procure" means to acquire a procurement item through a procurement.
- (59) "Procurement":
  - (a) means a procurement unit's acquisition of a procurement item through an expenditure of public funds, or an agreement to expend public funds;
  - (b) includes all functions that pertain to the acquisition of a procurement item, including:
    - (i) preparing and issuing a solicitation; and
    - (ii)
      - (A) conducting a standard procurement process; or
      - (B) conducting a procurement process that is an exception to a standard procurement process under Part 8, Exceptions to Procurement Requirements; and
  - (c) does not include a grant.
- (60) "Procurement item" means a supply, a service, or construction.
- (61) "Procurement officer" means:
  - (a) for a procurement unit with independent procurement authority:
    - (i) the head of the procurement unit;
    - (ii) a designee of the head of the procurement unit; or
    - (iii) a person designated by rule made by the applicable rulemaking authority; or
  - (b) for the division or a procurement unit without independent procurement authority, the chief procurement officer.
- (62) "Procurement unit":
  - (a) means:
    - (i) a legislative procurement unit;
    - (ii) an executive branch procurement unit;
    - (iii) a judicial procurement unit;
    - (iv) an educational procurement unit;
    - (v) a local government procurement unit;
    - (vi) a local district;
    - (vii) a special service district;

- (viii) a local building authority;
  - (ix) a conservation district;
  - (x) a public corporation; or
  - (xi) a public transit district; and
- (b) does not include a political subdivision created under Title 11, Chapter 13, Interlocal Cooperation Act.
- (63) "Professional service" means labor, effort, or work that requires an elevated degree of specialized knowledge and discretion, including labor, effort, or work in the field of:
- (a) accounting;
  - (b) architecture;
  - (c) construction design and management;
  - (d) engineering;
  - (e) financial services;
  - (f) information technology;
  - (g) the law;
  - (h) medicine;
  - (i) psychiatry; or
  - (j) underwriting.
- (64) "Protest officer" means:
- (a) for the division or a procurement unit with independent procurement authority:
    - (i) the head of the procurement unit;
    - (ii) a designee of the head of the procurement unit; or
    - (iii) a person designated by rule made by the applicable rulemaking authority; or
  - (b) for a procurement unit without independent procurement authority, the chief procurement officer or the chief procurement officer's designee.
- (65) "Public corporation" means the same as that term is defined in Section 63E-1-102.
- (66) "Public entity" means any government entity of the state or political subdivision of the state, including:
- (a) a procurement unit;
  - (b) a municipality or county, regardless of whether the municipality or county has adopted this chapter or any part of this chapter; and
  - (c) any other government entity located in the state that expends public funds.
- (67) "Public facility" means a building, structure, infrastructure, improvement, or other facility of a public entity.
- (68) "Public funds" means money, regardless of its source, including from the federal government, that is owned or held by a procurement unit.
- (69) "Public transit district" means a public transit district organized under Title 17B, Chapter 2a, Part 8, Public Transit District Act.
- (70) "Qualified vendor" means a vendor who:
- (a) is responsible; and
  - (b) submits a responsive statement of qualifications under Section 63G-6a-410 that meets the minimum mandatory requirements, evaluation criteria, and any applicable score thresholds set forth in the request for statement of qualifications.
- (71) "Real property" means land and any building, fixture, improvement, appurtenance, structure, or other development that is permanently affixed to land.
- (72) "Request for information" means a nonbinding process through which a procurement unit requests information relating to a procurement item.

- (73) "Request for proposals" means a document used to solicit proposals to provide a procurement item to a procurement unit, including all other documents that are attached to that document or incorporated in that document by reference.
- (74) "Request for proposals process" means the procurement process described in Part 7, Request for Proposals.
- (75) "Request for statement of qualifications" means a document used to solicit information about the qualifications of a person interested in responding to a potential procurement, including all other documents attached to that document or incorporated in that document by reference.
- (76) "Requirements contract" means a contract:
  - (a) under which a contractor agrees to provide a procurement unit's entire requirements for certain procurement items at prices specified in the contract during the contract period; and
  - (b) that:
    - (i) does not require a minimum purchase amount; or
    - (ii) provides a maximum purchase limit.
- (77) "Responsible" means being capable, in all respects, of:
  - (a) meeting all the requirements of a solicitation; and
  - (b) fully performing all the requirements of the contract resulting from the solicitation, including being financially solvent with sufficient financial resources to perform the contract.
- (78) "Responsive" means conforming in all material respects to the requirements of a solicitation.
- (79) "Sealed" means manually or electronically secured to prevent disclosure.
- (80) "Service":
  - (a) means labor, effort, or work to produce a result that is beneficial to a procurement unit;
  - (b) includes a professional service; and
  - (c) does not include labor, effort, or work provided under an employment agreement or a collective bargaining agreement.
- (81) "Small purchase process" means the procurement process described in Section 63G-6a-506.
- (82) "Sole source contract" means a contract resulting from a sole source procurement.
- (83) "Sole source procurement" means a procurement without competition pursuant to a determination under Subsection 63G-6a-802(1)(a) that there is only one source for the procurement item.
- (84) "Solicitation" means an invitation for bids, request for proposals, request for statement of qualifications, or request for information.
- (85) "Solicitation response" means:
  - (a) a bid submitted in response to an invitation for bids;
  - (b) a proposal submitted in response to a request for proposals; or
  - (c) a statement of qualifications submitted in response to a request for statement of qualifications.
- (86) "Special service district" means the same as that term is defined in Section 17D-1-102.
- (87) "Specification" means any description of the physical or functional characteristics or of the nature of a procurement item included in an invitation for bids or a request for proposals, or otherwise specified or agreed to by a procurement unit, including a description of:
  - (a) a requirement for inspecting or testing a procurement item; or
  - (b) preparing a procurement item for delivery.
- (88) "Standard procurement process" means:
  - (a) the bidding process;
  - (b) the request for proposals process;
  - (c) the approved vendor list process;
  - (d) the small purchase process; or
  - (e) the design professional procurement process.



- (89) "State cooperative contract" means a contract awarded by the division for and in behalf of all public entities.
- (90) "Statement of qualifications" means a written statement submitted to a procurement unit in response to a request for statement of qualifications.
- (91) "Subcontractor":
- (a) means a person under contract with a contractor or another subcontractor to provide services or labor for design or construction;
  - (b) includes a trade contractor or specialty contractor; and
  - (c) does not include a supplier who provides only materials, equipment, or supplies to a contractor or subcontractor.
- (92) "Supply" means a good, material, technology, piece of equipment, or any other item of personal property.
- (93) "Tie bid" means that the lowest responsive bids of responsible bidders are identical in price.
- (94) "Time and materials contract" means a contract under which the contractor is paid:
- (a) the actual cost of direct labor at specified hourly rates;
  - (b) the actual cost of materials and equipment usage; and
  - (c) an additional amount, expressly described in the contract, to cover overhead and profit, that is not based on a percentage of the cost to the contractor.
- (95) "Transitional costs":
- (a) means the costs of changing:
    - (i) from an existing provider of a procurement item to another provider of that procurement item; or
    - (ii) from an existing type of procurement item to another type;
  - (b) includes:
    - (i) training costs;
    - (ii) conversion costs;
    - (iii) compatibility costs;
    - (iv) costs associated with system downtime;
    - (v) disruption of service costs;
    - (vi) staff time necessary to implement the change;
    - (vii) installation costs; and
    - (viii) ancillary software, hardware, equipment, or construction costs; and
  - (c) does not include:
    - (i) the costs of preparing for or engaging in a procurement process; or
    - (ii) contract negotiation or drafting costs.
- (96) "Trial use contract" means a contract for a procurement item that the procurement unit acquires for a trial use or testing to determine whether the procurement item will benefit the procurement unit.
- (97) "Vendor":
- (a) means a person who is seeking to enter into a contract with a procurement unit to provide a procurement item; and
  - (b) includes:
    - (i) a bidder;
    - (ii) an offeror;
    - (iii) an approved vendor; and
    - (iv) a design professional.

Amended by Chapter 237, 2016 General Session

Amended by Chapter 355, 2016 General Session, (Coordination Clause)

Amended by Chapter 355, 2016 General Session